



LEAVE ANALYSIS-2000

INSTRUCTIONS—Indicate the type of leave and number of hours taken, i.e. A/8, S/4, OT/4, etc., using the following codes:

Annual	A	Overtime	OT	Compensatory earned	CE
Sick	S	Emergency annual	EA	Compensatory used	CU
LWOP	L	Excused	EX	Restored annual	RA
AWOL	O	Advanced leave	AL	Other	OR

7. Number of hours of annual leave earned per pay period—*Select one*

8. LWOP used in 1999

9. Type of appointment —*Select one*

10. Career status—*Select one*

1. Name of employee

2. Organization

3. Grade

4. Entrance on duty date

5. Service computation date

6. LEAVE SUMMARY

	ANNUAL	SICK
Brought forward – 1-2-2000		
Restored leave as of – 1-2-2000		
Leave to accrue – 2000		
Potential leave – 2000		

Leave year consists of 27 bi-weekly pay periods
Sunday, January 2, 2000 – Saturday, January 13, 2001
(a)

Pay Period Beginning Date																ANNUAL (b)				SICK (c)				OTHER (d)
		Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Earned	Avail- able	Used	Balance	Earned	Avail- able	Used	Balance	Balance
1	January 2																			4				
2	January 16		H																	4				
3	January 30																			4				
4	February 13									H										4				
5	February 27																			4				
6	March 12																			4				
7	March 26																			4				
8	April 9																			4				
9	April 23																			4				
10	May 7																			4				
11	May 21									H										4				
12	June 4																			4				
13	June 18																			4				
14	July 2		H																	4				
15	July 16																			4				
16	July 30																			4				
17	August 13																			4				
18	August 27									H										4				
19	September 10																			4				
20	September 24																			4				
21	October 8		H																	4				
22	October 22																			4				
23	November 5						H													4				
24	November 19					H														4				
25	December 3																			4				
26	December 17									H										4				
27	December 31		H																	4				
TOTALS																								

Please use reverse side for remarks